



# BEAUFORT KENNEL CLUB, INC.

## Constitution and By-Laws

### Constitution

#### ARTICLE 1

Section 1. The name of the Club will be BEAUFORT KENNEL CLUB, INC.

Section 2. The objectives of the Club will be:

- a. To further the advancement of all breeds of purebred dogs.
- b. To do all in its power to protect and advance the interest of all breeds of purebred dogs.
- c. To encourage sportsmanlike competition at all American Kennel Club (AKC) events.
- d. To conduct sanctioned matches, dog shows, obedience trials and agility trials under the rules of AKC.

Section 3. The club will not be conducted for profit, but will be conducted and operated in compliance with the "Not for Profit Laws" of the State of South Carolina, and no part of any profits or remainder or residue from dues or donations will inure the benefit of any member or individual.

Section 4. The members of the Club will adopt and may revise from time to time such by-laws as may be required to carry out these objectives.

### By-Laws

#### ARTICLE 1.      Membership

Section 1. Eligibility: There will be one type of membership open to all persons 18 years of age and older who are in good standing with AKC and who subscribe to the purposes of the Beaufort Kennel Club, Inc. Children between the ages of 14 years and 17 years having as a sponsor, a member of the Club, will be accepted as Junior members, with full participation in the Club's activities, with the exception of voting privileges and the holding of any office.

Section 2. Dues: Membership dues will be \$15.00 per person, \$25.00 for a couple / family, payable on or before the last day of December of each year. No member may vote whose dues are not paid for the current year. During the month of October the Treasurer will send to each member a statement of his dues for the ensuing year.

Section 3. Election of Membership:

- a. Each applicant for membership will apply on a form as approved by the Board of Directors, and will provide that the applicant agrees to abide by the Constitution and By-Laws of the Beaufort Kennel Club, Inc., and the rules of AKC. The application will state the name, address, and occupation of the applicant and will carry the endorsement of two members, not in the same family, in good standing. Accompanying the application the prospective member will submit payment of dues for the current year.

- b. Each prospective member (18 years or older) must attend two regular meetings of the club within four months, as a guest, prior to applying for membership. All applications are to be file with the Secretary and each application is to be read at the first meeting of the Club following its receipt. At the next Club meeting the application will be voted upon and affirmative votes of 3/4 of the membership present and voting at the meeting will be required to elect the applicant. Applicants for membership who have been rejected by the Club may not reapply within six months after such rejection.

Section 4. Termination of Membership:

- a. By Resignation: Any member in good standing may resign from the Club upon written notice to the Secretary; no member may resign when in debt to the Club. Dues' are considered a debt to the Club and they become incurred on the first day of each fiscal year.
- b. By Lapsing: A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid after the first day of the calendar year; however, dues paid within 30 days of this date will reinstate the member without membership approval. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.
- c. By Expulsion: A membership may be terminated by expulsion as provided in Article VI of these by-laws.

ARTICLE II MEETING AND VOTING

Section 1. Club Meeting: Meeting of the Club will be held in the greater Beaufort area on the first Tuesday of each month, at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting will be mailed by the Secretary at least 10 days prior to the date of the meeting. The quorum for such meeting will be 20% of members in good standing.

Section 2. Special Club Meeting: Special Club meetings may be called by the President, or by a majority of the members of the Board who are present and voting at any regular or special meeting of the board. Meetings will be called by the Secretary upon receipt of a petition signed by five members of the Club who are in good standing. Such special meetings will be held in the greater Beaufort area at such place, date and hour as may be designated by the person or persons authorized herein to call such meeting, and said notice will state the purpose of the meeting, and no other Club business may be transacted. The quorum for such a meeting will be 20% of the members in good standing.

Section 3. Board Meeting: Meetings of the Board of Directors will be held in the greater Beaufort area on the first Tuesday of each month, at such hour and place as may be designated by the Board. Written notice of each meeting will be mailed by the Secretary at least five days prior to the date of the meeting. The quorum for such a meeting will be a majority of the Board.

Section 4. Special Board Meeting: Special meetings of the Board may be called by the President or upon receipt of a written request signed by at least three members of the Board. Such special meeting will be held in the greater Beaufort area at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Any notice will state the purpose of the meeting and no other business will be transacted. A quorum for such a meeting will be a majority of the Board.

Section 5. Voting: Each member, with the exception of Junior members, in good standing whose dues are paid for the current calendar year will be entitled to one vote at any meeting of the Club at which they are present. Proxy voting will not be permitted at any Club meeting or election.

### ARTICLE III DIRECTORS AND OFFICERS

Section 1. Board of Directors: The Board will consist of the President, Vice-President, Secretary, Treasurer, and three or five other person, all of whom will be members in good standing. They will be elected, for one year term, with the exception of one member who will be elected for a two-year term, at the Clubs' Annual Meeting as provided in Article IV, and will serve until their successors are elected. General management of the Club's affairs will be entrusted to the Board of Directors.

Section 2. Officers: The Club's officers, consisting of the President, Vice-President, Secretary and Treasurer will serve in their respective capacities both with regard to the Club and its meeting and the Board of Directors and its meetings.

- a. The President will preside at all meetings of the Club and of the Board, and will have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these by-laws.
- b. The Vice-President will have the duties and exercise the Powers of the President in the case of the Presidents' absence, and will function as Chairman of the Program Committee.
- c. The Secretary will keep a record of all meetings of the Club and of the Board and all matters of which a record will be Ordered by the Club; having charge of the correspondence, notify members of meetings, notify new members of their election to the Club; maintain a list of current Club members and their addresses: carry out other duties as are prescribed in accordance with these By-laws. A Correspondence Secretary may be appointed by the Bard of Directors to assist the Secretary with duties.
- d. The Treasurer will collect and receive all moneys due or belonging to the Club; and will deposit the same in a financial institution designated by the Board, in the name of the Club. The books will at all times be open to inspection by the Board, and at every meeting the condition of the Clubs finances and each receipt or payment not previously presented will be reported. At the annual Meeting the Treasurer will render an accounting of all monies received and expended during the previous fiscal year. The Treasurer will be bonded in such an amount as the Board of Directors will determine.

Section 3. Vacancies: Any vacancies occurring on the Board, or among the Officers, during the year, will be filled for the unexpired term of office, by a majority vote of all the remaining Board members. The vote will be conducted at the Boards first regular meeting following the creation of such vacancy or at a Special Board Meeting called for that purpose. A vacancy in the Office of President will be filled automatically by the Vice-President, and the resulting vacancy in the office of Vice-President will be filled by the Board.

### ARTICLE IV THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

Section 1. Club Year: The Club's fiscal year will begin on the first day of January and end on the last day of December in the same year. The Club's official year will begin immediately at the conclusion of the election at the annual meeting and will continue through the election at the next annual meeting.

Section 2. Annual Meeting: The annual meeting will be held in the month of January, at which time Officers and Directors for the ensuing year will be elected by secret ballot, from those nominated in accordance with Section 4 of this Article. They will take office immediately upon the conclusion of the election and each retiring officer will turn over to his successor in office all properties and records relating to that office within 30 days after the election.

Section 3. Elections: Nominated candidates receiving the greatest number of votes for each office will be declared elected. The three or five nominated candidates for the Board positions, who receive the greatest number of votes, will be declared elected.

Section 4. Nominations: No person will be a candidate in a Club election who has not been nominated. During the month of October, the Board will select a Nominating Committee consisting of the newly elected two-year Board member (Chair) and two Club members. The Secretary will immediately notify the committee members of their selection. The Chair will call a committee meeting which will be held on or before October 31.

- a. The Committee will nominate one candidate for each office, and three or five candidates for the three or five Board positions, and after securing the consent of each person so nominated, will immediately report their nominations to the Secretary in writing.
- b. Upon receipt of the Nominating Committee's report, the Secretary will notify each member in writing of the candidates nominated.
- c. Additional nominations may be made at the December meeting, by any member in attendance, provided that the person nominated does not decline when their name is proposed and, if the proposed candidate is not in attendance at this meeting, his proposer will present to the Secretary a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position, and the additional nominations which are provided for herein may be made only from among the members who have not accepted a nomination of the Nominating Committee.
- d. Nominations cannot be made at the Annual Meeting or in any manner other than as provided in this section.

## ARTICLE V      COMMITTEES

Section 1. The Board may each year appoint standing committees to advance the work of the club in such matters as Dog Shows, Obedience Trials, Agility Trials, Trophies, Annual Prizes, Membership and other fields which may well be served by committees. Such committees will always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid in a particular project.

Section 2. Any committee appointed maybe terminated by a majority vote of the full membership of the Board upon written notice to the appointee, and the Board may appoint successors to those persons who have been terminated.

## ARTICLE VI      DISCIPLINE

Section 1. American Kennel Club Suspension: Any member who is suspended from the privileges of the American Kennel Club will automatically be suspended from the privileges of the Club for a like period.

Section 2. Charges: Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of ten dollars (\$10.00), which will be forfeited if such charges are not sustained by the Board following a hearing. The Secretary will promptly send a copy of the charges to each member of the Board, or present them at a Board

Meeting and the Board will first consider whether the alleged action, if proven, might constitute conduct ~~to the best~~ interest of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the Club, it may refuse to entertain jurisdiction. If the Board does entertain jurisdiction of the charges, it will set a date for a hearing by the Board, not less than three weeks and more ~~than~~ six weeks thereafter.

The Secretary will promptly send one copy of the charges to the accused member by registered mail, together with the hearing, and an assurance that the defendant, may personally, or by counsel, appear in his ~~and before~~ witnesses if he wishes

Both complainant and accused will be treated uniformly in this respect.

Section 3. Board Hearing: After hearing all the evidence and testimony presented by complainant and defendant, should the charges be sustained, the Board may, by majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of hearing. And if it deems the punishment insufficient, the Board may also recommend to the membership that the penalty be expulsion. In such case, the suspension will not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its finding will be put in written form and filed with the Secretary.

Members in good standing will have the right to be present at the Board hearing but will not be permitted to take part in the proceedings.

Section 4. Expulsion: Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendations as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club, to be held within sixty days, but not earlier than thirty days after the date of the Board's recommendation of expulsion. The defendant will have the privilege of appearing in his own behalf, though no evidence will be taken at this meeting. The President will read the charges and the Board's findings and recommendations, and will invite the defendant, if present, to speak in his own behalf if he wishes. The meeting will then vote by secret ballot on the expulsion. A two-thirds vote of those present and voting at the meeting will be necessary for expulsion. If expulsion is not so voted, the Board's suspension will stand.

## ARTICLE VII AMENDMENTS

- Section 1.
- a. Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent of the membership in good standing. Amendments proposed by such petitions will be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date of which the petition was received by the Secretary.
  - b. No additions or amendments will be made to these By-Laws except by a two-thirds vote of the members present and voting at a regular or special meeting. A copy of any proposed additions, alteration, or amendments will be mailed or delivered to each member with the call of the meeting at least five days prior to the date of said meeting.
  - c. All additions, alterations, or amendments will become effective after approval by the members.

**ARTICLE VIII**      **DISSOLUTION**

*Section 1.*      The club may be dissolved any time by written consent of not less than two-thirds of the members. In the event of the dissolution of the Club other than for purposes of reorganization, whether voluntary or involuntary, or by operation of law, none of the property of the Club will be distributed to any member of the Club, nor any proceeds thereof, nor any assets of the Club will be distributed to any member of the Club, but payment of the debts of the Club its property and assets will be given to charitable organizations for the benefit of dogs selected by the Board of Directors.

**ARTICLE IX**      **ORDER OF BUSINESS**

*Section 1.*      At meetings of the club, the order of business, so far as the character and nature of the meeting will permit will be as follows:

ROLL CALL  
MINUTES OF THE LAST GENERAL MEETING AND BOARD MEETING  
REPORT OF THE PRESIDENT  
REPORT OF THE SECRETARY  
REPORT OF THE TREASURER  
REPORT OF THE COMMITTEES  
ELECTION OF OFFICERS AND BOARD (ANNUAL MEETING)  
ELECTION OF NEW MEMBERS  
UNFINISHED BUSINESS  
NEW BUSINESS  
ADJOURNMENT

*Section 2.*      At the meeting of the Board, the order of business unless otherwise directed by majority vote of those present, will be as follows:

READING OF THE MINUTES OF LAST MEETING  
REPORT OF THE SECRETARY  
REPORT OF THE TREASURER  
REPORT OF COMMITTEES  
UNFINISHED BUSINESS  
NEW BUSINESS

**ARTICLE X**      **PARLIAMENTARY AUTHORITY**

*Section 1.*      The rules contained in the current edition of Robert's Rules of Order, newly revised will govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules the Club may adopt.

**REVISED**      May 9, 1990  
                      March 8, 1995  
                      October 14, 1998  
                      April 1, 2008